City of Milwaukee Health Department

# Request for Student Placement H-20

This form should be completed by staff who are interested in serving as a preceptor for a student placement or a project. This form does not need to be completed for students who are interested in brief observations or job shadowing.
Send completed forms to MHDtrain@milwaukee.gov.

<table>
<tr><td rowspan="5"><strong>PRECEPTOR INFO</strong></td><td><strong>Name:</strong></td><td>Tanz Robertson</td></tr>
<tr><td><strong>Title:</strong></td><td>Health Personnel Officer (CHPO)</td></tr>
<tr><td><strong>Division:</strong></td><td>ADMINIStration</td></tr>
<tr><td><strong>Phone:</strong></td><td>414.286.3780</td></tr>
<tr><td><strong>Email:</strong></td><td>trobert@milwaukee.gov</td></tr>
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<table>
<tr><td rowspan="8"><strong>ABOUT THE PLACEMENT</strong></td><td><strong>Placement Name:</strong></td></tr>
<tr><td><strong>Brief placement description:</strong><br><br><br></td></tr>
<tr><td><strong>Indicate 2-3 project objectives</strong> (<em>i.e.,</em> what the student will accomplish):<br>1. Update + file job descriptions<br>2. Organize HR Directory<br>3. Assist w/ dev. training<br>4. Policy review</td></tr>
<tr><td><strong>Indicate 2-3 learning objectives</strong> (<em>i.e.,</em> what the student will learn):<br>1. Understanding of C.S.C. rules involving roles/classifat<br>2. Training Dev. fundamentals<br>3. Organization / Policy review</td></tr>
<tr><td><strong>Location of placement:</strong>    ZMB</td></tr>
<tr><td><strong>Car required:</strong> ☐ Yes ☒ No     <strong>Paid:</strong> ☐ Yes (specify):_____ ☒ No</td></tr>
<tr><td><strong>The placement will involve</strong> (check all that apply):<br>☐ Working in a clinical setting (<em>i.e.,</em> direct patient care)<br>☒ Working with protected health information    <em>working with employee information</em><br>☐ Working in the Public Health Laboratory<br>☐ Working in the field (<em>e.g.,</em> food inspections)</td></tr>
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**MINIMIUM REQIREMENTS**

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|---|---|
| **Semester (check all that apply):** ☒Fall ☒Spring ☒Summer | |
| **Preferred start date:** ASAP | **Preferred end date:** |
| **Approximate number of hours:** 10/wk (ODEN) | |
| **Educational level of student:** ☒Undergraduate ☒Graduate ☒Post-graduate ☐ Other: | |

**Please indicate any specific knowledge or skills required:**

HR Basics
MS office suite

**Please indicate any other requirements:**

Organization
Confedential

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☒ Post this project on our website to recruit interns. Post until:

☐ I already have a student for this project. Student's name: